

Functional Activity

This space will provide workstations for an Assistant to the Library Director, Administrative Analyst, and clerical administration staff.

Relationships

This space should be adjacent to both the library director's and library manager's offices as well as the copy room and storage/supply room. This office should be relatively close to the conference room to facilitate assistance during meetings. A proximity to the mail sorting area is required.

ADJACENT:

Library Director's Office
Library Manager's Office
Copy Room
Storage/Supply Room

CLOSE:

Conference Room
Mail Room

PROXIMITY:

Administrative Restroom
Staff Lounge

Flexibility

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Windows are desired as long as they don't create glare on computer screens. If separate from the reception & waiting area, there should be a view window between the two. Views to a garden or greenscape area are preferred.

Finishes

Finishes should reflect a serious, calm and thoughtful image. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric wall covering

FLOOR:

Carpet or Carpet Tile

Acoustics

Normal office noise generated from telephone conversations etc. Standard acoustical dampening strategies would allow the staff to be more effective.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Telecommunications

Minimum:



7 Data Outlets

Audio - Visual

Minimum:

1 Cable Outlet

Security

This area is a staff area and access is controlled by a combination lock.

Signage

Sign on any door into this space that says: "Library Administrative Offices".

Electrical

Minimum:

7 Duplex Receptacles - Wall Mounted

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Art Print	2	0	0
Bulletin Board	1	0	0
Cabinets, Above Counter	7	0	0
Cabinets, Below Counter	4	0	0
Chair, Task	5	0	0
Chair, Visitor's	3	15	45
Clock	1	0	0
Coat & Hat Rack	1	20	20
Computer, Staff Desktop	6	0	0
File Cabinet (Lateral)	3	20	60
File Cabinet (Vertical)	3	12	36
In & Out Board	1	0	0
Mail Boxes, Staff	1	30	30
Paper Shredder	1	0	0
Printer, Laser (B&W)	6	0	0
Printer, Laser (Color)	1	0	0
Recycle Bin	1	15	15
Shelving, SF 90"H Steel W/ 7 Shelves	2	12	24
Telephone Handset	6	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
Workstation, Administrative Analyst	1	90	90
Workstation, Clerical Office System	2	50	100
Workstation, Finance Clerk	1	50	50
Workstation, Preparation Counter	1	50	50
Workstation, Secretarial Office System	1	75	75



Functional Activity

This room will be used as a conference room and for administrative staff meetings, planning work sessions, job interviews as well as many different administrative projects by the library director, library manager, and staff. The room will be used for the library's governing board as well as for meetings with donors, corporate partners and other VIPs.

Relationships

The conference room must be adjacent to the library director's office, library manager's office and the kitchenette. It should also be close to the administrative rest room, administrative staff office, and the copy room.

ADJACENT:

Kitchenette
Library Director's Office
Library Manager's Office

CLOSE:

Administrative Rest Room
Administrative Staff Office

Flexibility

Sufficient flexibility should exist to allow the rearrangement and remodeling of this room. This area may need to be expanded in the future.

Fenestration

Windows would enhance the room, but they must be able to be completely blacked out through the use of mechanical screens or blinds in order to produce high quality AV presentations.

Finishes

The conference room should have high-quality finishes and materials. If needed politically or financially, private fundraising efforts can pay for the furnishings and finishes of this area directly. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical and tackable panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Acoustics

Sound should be controlled so that noise from outside the room does not disturb inhabitants and vice versa, particularly given the confidential nature of many discussions.

HVAC

Individually controlled thermostat.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained over work surfaces. General room lighting is acceptable, but there should be some lighting which is dimmable for AV presentations as well as task lighting.

Telecommunications

- 1 Data Outlet - Wall Mounted
- 1 Data Outlet - Floor Mounted
- 1 Data Outlet - Ceiling Mounted

Audio - Visual

- 1 Cable Outlet

Security

This room will be controlled by the receptionist and requires a locking door.

Signage

Sign on the door that says: "Conference Room". This room should also be clearly shown on the library directory.

Electrical

- 4 Duplex Receptacles - Wall Mounted
- 1 Fourplex Receptacle - Floor Mounted
- 1 Fourplex Receptacle - Ceiling Mounted

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Art Print	2	0	0
Audio Teleconferencing System	1	0	0
Chair, Conference Room	14	0	0
Chair, Conference Room	12	12	144
Clock	1	0	0
Coffee Thermos	2	0	0
Computer, Staff Portable	1	0	0
Credenza	1	28	28
Easel	4	30	120
Presentation Center	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Projector, Data Portable	1	0	0
Projector, Overhead	1	0	0
Projector, Slide	1	0	0
Shelving, SF 84"H Wood W/ 6 Shelves	2	12	24
Table, Conference	1	260	260
Telephone Handset	1	0	0
TV/VCR Player	1	0	0
White Board	2	0	0



Functional Activity

This space will serve as a photocopy and production center where various documents will be produced by the library administrative staff. It will also house a fax machine, wall safe and worktable.

Relationships

The space must be immediately adjacent to the administrative staff office. It must also be close to the Conference Room and storage/supply room.

ADJACENT:

Administrative Staff Office

CLOSE:

Conference Room
Storage/Supply Room
Staff Services

PROXIMITY:

Library Director's Office
Library Manager's Office

Flexibility

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space.

Fenestration

Windows not required, but would be nice.

Finishes

This room will "out-of-the-way" and won't see any public use, but should still match the general office environment.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile

Acoustics

This is a somewhat noisy area, because of the photocopy machine and occasional conversations between staff. Standard acoustical dampening strategies should be employed to keep the sound generated here from spreading to other areas of the administrative offices.

Illumination

Standard non-glare office lighting averaging 30 to 40 foot candles with 50 foot candles on the counter top preferred.

Telecommunications

1 Data Outlet - Wall Mounted

Security

This is exclusively a staff area. Access to this room is controlled by a combination lock into the Administrative Staff areas.

Signage

A sign on the door that says: "Copy Room - Staff Only".

Electrical

2 Fourplex Receptacles - Wall Mounted



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	1	0	0
Cabinets, Above Counter	8	0	0
Cabinets, Below Counter	8	0	0
Clock, Wall	1	0	0
Collator	1	0	0
Copier, Color Freestanding	1	50	50
FAX Machine, Desktop	1	0	0
File Cabinet Vertical	1	10	10
Paper Cutter	1	0	0
Recycle Bin	1	15	15
Safe, Wall	1	0	0
Shredder	1	0	0
Stool	1	0	0
Table, Work	1	120	120
Workstation, Preparation Counter	1	55	55



Functional Activity

As part of the administrative complex, a kitchenette will provide a space to prepare refreshments for board meetings, community group meetings, receptions as well as training sessions.

Relationships

Refreshments should be able to be served from the kitchenette directly to the conference room.

ADJACENT:

Conference Room

PROXIMITY:

Administrative Staff Offices

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

Windows are not desired.

Finishes

The finishes for this space should be light in color and easy to clean up after spills.

CEILING:

Acoustical

WALLS:

Vinyl wall covering

FLOOR:

Tile

Acoustics

Special consideration should be given to noise containment so that the Conference Room does not hear sounds generated in the kitchen.

HVAC

The kitchenette must have adequate exhaust fans and vents to prevent the smell of food being prepared from entering the conference room and other parts of the administrative offices.

Illumination

Lighting in combination with light colored finishes should provide a space which feels bright and clean. Under cabinet task lighting will assist with making counter tops feel brightly lit.

Signage

A sign on the door that says: "Kitchenette".

Electrical

- 1 Ground Fault Receptacle - Counter Height
- 4 Duplex Receptacles - Wall Mounted

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Above Counter	6	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Cabinets, Below Counter	6	0	0
Coffee Maker/Urn	2	0	0
Hot Water Urn	1	0	0
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Refrigerator, Compact	1	12	12
Sink	1	18	18
Soap Dispenser	1	0	0
Workstation, Food Preparation Counter	1	40	40



Functional Activity

The director's office is an area where the library's program and services will be planned and analyzed. This office will also provide a confidential space where staff reviews can be performed and where staff and the public can come into a private office to discuss confidential issues. The director's office will often be used to greet and welcome VIPs, including donors, government and library board officials and corporate partners. It serves as the resolution of last resort for staff and public as well as the first point of press contact. Dignity, comfort, and integrity are key to the success of its design.

Relationships

The director's office must be adjacent to the administrative staff office as well as the library manager's office and the conference room. There should be a door leading directly from this office into the conference room which can also serve as a secondary exit for the director.

ADJACENT:

Library Manager's Office
Conference Room
Administrative Staff Office

PROXIMITY:

Administrative Rest Room

Flexibility

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Windows are highly desired.

Finishes

In a library of this size, the director's office should have high-quality finishes and materials.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric wall covering.

FLOOR:

Carpet

Acoustics

Normal office noise generated from telephone conversations etc. Additional acoustical dampening strategies must be utilized due to the confidential nature of many discussions.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the Director and guests. Individually-controlled thermostat.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable. Some lighting should be dimmable and task lights should be present at the desk, couch and any artwork.

Telecommunications

1 Data Outlet - Wall Mounted

Audio - Visual

1 Cable Outlet

Security

This office should be very secure for the Library Director's privacy and access is controlled by a lock on the door.

Signage

Sign on the door that says: "Library Director".

Electrical

4 Duplex Receptacles - Wall Mounted

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Art Print	2	0	0
Chair, Library Director's	1	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop	1	0	0
Credenza	1	30	30
Desk, Library Director's	1	80	80
Lamp, Desk	1	0	0
Presentation Center	1	0	0
Printer Stand	1	20	20
Printer, Laser (B&W)	1	0	0
Shelving, SF 84"H Wood W/ 6 Shelves	1	12	12
Telephone Handset	1	0	0



Functional Activity

The library manager is the head of internal operations and construction for the library and represents the library in the director's absence. This office will also provide a confidential space where staff reviews can be performed and confidential issues discussed. The library manager's office will often be used as the mediation room for staff and public. The library manager will spend much of his or her life within this room. Comfort, integrity, and security are the key design goals for this space.

Relationships

The library manager's office must be adjacent to the administrative staff office, the conference room as well as the library director's office.

ADJACENT:

Administrative Staff Office
Conference Room
Library Director's Office

PROXIMITY:

Administrative Rest Room

Flexibility

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Windows are highly desired as long as they don't create glare on computer screens.

Finishes

As an important part of the staff and public's impression of the library, this office must project professional competency and reflect a serious, calm and thoughtful image. Patrons who come to this office are generally extremely upset, so soothing colors and finishes are important. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric wall covering

FLOOR:

Carpet or Carpet Tile

Acoustics

Normal office noise generated from telephone conversations etc. Additional acoustical dampening strategies must be utilized due to the confidential nature of many discussions.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. Individually-controlled thermostat.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable. Some lighting should be dimmable and task lights should be present on the desk.

Telecommunications

- 1 Data Outlet - Wall Mounted

Audio - Visual

- 1 Cable Outlet



Security

This is a staff area and access is controlled by lock.

Signage

Sign on the door that says: "Library Manager".

Electrical

2 Duplex Receptacles - Wall Mounted

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Art Print	1	0	0
Chair, Professional's	1	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop	1	0	0
Credenza	1	25	25
Desk, Professional	1	60	60
File Cabinet (Vertical)	1	12	12
Printer, Laser (B&W)	1	0	0
Shelving, SF 84"H Wood W/ 6 Shelves	1	12	12
Telephone Handset	1	0	0



Functional Activity

This room provides space for storage of general office supplies and equipment for the administrative offices.

Relationships

The space must be immediately adjacent to the administrative staff office. It must also be close to the copy room.

ADJACENT:

Administrative Staff Office

CLOSE:

Copy Room

Flexibility

It is not expected that this area would need to be expanded or remodeled.

Fenestration

Windows are not desired.

Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Paint

FLOOR:

Carpet or vinyl

Acoustics

This room requires little or no noise containment.

HVAC

Standard building storage area.

Illumination

Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level and preferably 40 foot candles.

Security

This is exclusively a staff area with access controlled by a lock on the door.

Signage

A sign on the door that says: "Storage/Supply Room - Staff Only".

Electrical

3 Duplex Outlets - Wall Mounted

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Shelving, Industrial	1	15	15
Storage Cabinet	1	18	18
Supply Cabinet	1	18	18



FUNCTIONAL ACTIVITY

The primary function of this section is to provide housing for and access to the library's adult fiction collection. The adult fiction collection is the heart of the library's "popular library" role and comprises both regular fiction and genre mysteries. The fiction collection will be placed on the shelves with the mysteries separated into discrete collections, but all fiction is shelved alphabetically by author's last name.

The fiction collection is pretty much a self-help collection because of the relative ease in finding books, although reference librarians will act as "reader's advisors" in assisting patrons to find literature they are interested in reading.

There should be a Reader's Advisory desk and interspersed OPACs.

SPATIAL RELATIONSHIPS

The fiction collection should be easily accessible from the front entry of the library. For the most part, patrons enter the fiction collection after passing through the security gates and/or the new book display. Many of the library patrons are exclusive fiction readers, and will exit the library via the circulation desk immediately upon making a selection in the fiction book stacks.

ADJACENT:

Browsing and Periodicals
Special Collections

CLOSE:

Reference Services

PROXIMITY:

Audio-Visual Library
Circulation Services
Library Entrance
Public Restrooms

DIVISION SPACE SUMMARY		Sq. Ft.
Fiction Collection & Seating		1,449
TOTAL:		1,449



Functional Activity

Patrons will usually enter this space and look up specific authors they are interested in, and then often look for a nearby place to sit down to read the book cover or the first few pages of the book to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to look up the library's holdings by author or title while browsing in the fiction collection, therefore there should be several OPACs located in the collection at convenient locations.

Seating in this area should allow for table study, as well as a few comfortable lounge chairs allowing for a quiet reading area. Shelving should allow for book displays at stack ends and face out shelving.

Relationships

In general, the fiction collection should be located up toward the front of the library in the proximity of the circulation desk and the main entrance to the library. The fiction collection should also be in the proximity of the New Book Display area, Periodicals and the AV Collection & Seating. There is some relationship between the Fiction Collection & Seating and the Non-Fiction Collection & Seating, but relatively speaking it is not a strong one. Reference staff will provide some reader's advisory assistance to patrons from the reference desk. A Readers advisory desk will also be provided.

ADJACENT:

- Special Collections
- New Book Display
- Paperback Collection

CLOSE:

- Reference Desk
- OPACs

PROXIMITY:

- AV Collection & Seating
- Circulation Desk
- Non-Fiction Collection
- Public Entrance & Lobby
- Public Restrooms
- Study Rooms

The mystery books should be placed between the regular fiction collection and the new book display in browsing division. This collection is a high use collection and will be accessed quickly after entering the library by those devoted to mystery novels.

The paperback collection should also be highly visible and accessible.

The Special Collections, to include the Spanish Language Collection, Large Print Collection, and Asian Languages Collection, should be directly adjacent to the fiction collection.

Large print books are mostly fiction books and are used most frequently by seniors or others with failing eyesight. These books may be located anywhere in the fiction collection, but they should be relatively easy to find.

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise. There should be sufficient shelving to allow for a 20-30% increase in the size of the collection over a 20 year period.

Fenestration

Natural light and particularly view windows near the seating is highly desirable. The library wants to encourage patrons to stay and read in a pleasant environment with a view if possible.

Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will receive fairly heavy traffic.
There should be wall space for posters, and hanging literature displays for reading lists.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the circulation desk, browsing and AV collection areas. The architect and interior designer should endeavor to buffer some of the seating in this area so that patrons can escape for some quiet reading where they will not be disturbed.

HVAC

Controllable.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Make certain that the lighting is even in the book stack from one end of a range to the other as well as from the top of the book stack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Security

The fiction collection will be supervised from the circulation and reference desks. The book stack and seating area should be laid out to optimize visual supervision of all of this space, however it is recognized that it may not be possible to have all areas visible to staff at the desk. Any areas not easily visually scanned by desk staff may need to be monitored by a security camera or security mirror.

Signage

Large directional sign which says: "Adult Fiction" visible from the entry and smaller specific collection signs which say: "Mysteries", "Large Print" and "Paperbacks."

The signage on the end of the stacks should be easily revisable.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	50	18	900
16523 Fiction			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Bin, Depressible	1	15	15
Chair, Lounge	6	35	210
Chair, Reader's	8	0	0
Chair, Task	1	0	0
Computer, OPAC (On-Line Public Access) Desktop	3	0	0
Computer, Public Desktop	3	0	0
Computer, Staff Desktop	1	0	0
Desk, Reader's Advisor	1	70	70
Stool, Kick-Step	8	0	0
Table, End	2	12	24
Table, Reader's	2	80	160
Telephone Handset	1	0	0
Workstation, Technology Carrel	2	35	70



FUNCTIONAL ACTIVITY

The primary function of the Audio-Visual Library is to provide library patrons with access to a variety of audio-visual collections such as audio-books (books-on-tape), audio cassettes, video cassettes, audio compact discs, records, art prints, CD-ROMs, DVD's and any other AV media as it is developed in the future.

A workspace will be provided for the staff to retrieve audio visual materials and assist patrons in their selections.

A glass enclosed room will be used to preview, view and listen to current audio visual materials.

Adult and young adult library patrons will enter the AV library and browse through attractively displayed media shelving units. They will often select some form of media and be guided by the staff to technology workstations where that media can be viewed or listened to on the appropriate equipment. AV materials for children are located in the Children's Library.

SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Library from either the Browsing, Periodical Collection or from the main entrance of the library after passing by the circulation desk. The AV library should be very close to the Young Adult Services since young adults are often attracted to AV materials. Further, the AV Library should be relatively close to the Children's Library so that parents can browse here after dropping their children off in the Children's Library.

ADJACENT:

Browsing and Periodicals

CLOSE:

Children's Library
Circulation Services
Library Entrance
Young Adult Services

PROXIMITY:

Reference Services
Fiction Collection
Non-Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
AV Collection & Seating		1,581
AV Desk		144
TOTAL:		1,725



Functional Activity

Adult and young adult library patrons will come into to this area in search of AV materials to preview in the library as well as to check-out for home use. Patrons will be able to make a quick check of the OPACs located in this area if they are unable to find what they are looking for by browsing through the AV collection.

The AV materials will be displayed in a face-out manner and marketed as part of the library's popular library role. Library patrons will be able to briefly preview selected media at technology workstations in this area as well.

There should be a glassed in area for preview of the audio-visual materials.

Relationships

This space should be just off the main traffic pattern extending from the library entrance and circulation desk into the main part of the library. It should be part of the Popular Library (New Books, Periodicals etc.)

ADJACENT:

AV Desk
Browsing and Periodicals

CLOSE:

Children's Entrance
Circulation Desk
Public Entrance & Lobby
Young Adult Collection & Seating

PROXIMITY:

Reference Services
Fiction Collection
Non-Fiction Collection

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

The display areas for the A.V. material should allow for future growth.

Fenestration

Natural light is highly desirable in this space.

Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will get very heavy traffic. Walls finishes should be attractive as well as highly durable and easy to clean.

CEILING:

Acoustical

WALLS:

Highly durable: Sisal, vinyl or fabric wall covering

FLOOR:

Carpet Tile

Acoustics

This space will be noisy because of its proximity to the circulation desk, entry and new book browsing display. Standard acoustical dampening strategies should be employed to keep noise generated in this space from spreading throughout the library.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Make certain



that the lighting is even on the display unit from one end of a range to the other as well as from the top of the unit to the bottom as much as possible. While it is important to "highlight" the AV materials on the display shelving, the lighting should not create glare off of the materials making it difficult to read the covers. Consider use of neon for signage or just generally to make the space interesting to young adults and children as well as adults.

This area should be especially well lit and should be an especially bright area.

Security

This area will be supervised by the staff at the Circulation Desk. The shelving and seating in this area should be carefully arranged so as to allow views of the AV collection from the Circulation Desk.

All AV materials except CD-ROMs will remain in locked cases to secure them while facilitating checkout. Because the actual material is left out for browsing, the collections of CD's and DVD's should be displayed cover forward so patrons can easily see what is available.

Signage

One large area sign that says: "Audio & Video Collection" which is visible from the entrance.

This area should be open and the collections should be attractively displayed on shelves that are within easy reach. Easy-to-read labels should clearly indicate the types of videos and music available, i.e., Classic Movies, Jazz, Opera, etc.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	29	12	348
4263 Audiobook Cassette			
Audio CD Flip File Browser	12	18	216
3769 Audio Compact Disk (CD)			
Audiobook SF 66" Shelving Unit W/ 4 Divider Shelves	5	70	350
3063 Audiobook CD's			
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes	2	12	24
658 CD-ROM			
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	6	12	72
2099 DVD			
Video Cassette SF 66" Shelving Unit W/ 4 Divider Shelves	26	12	312
2826 Video Cassette			
<u>Description of Furniture & Equipment Units</u>			
Audio Cassette Tape Player/Recorder	2	0	0
CD Player	2	0	0
Chair, Technology Workstation	4	0	0
Computer, OPAC (On-Line Public Access) Desktop	4	0	0
Computer, Public Desktop	4	0	0
DVD Player	1	0	0
Headphone, AV	4	0	0
TV Monitor, 20"	4	0	0
TV Monitor, 60" Large Screen	1	25	25



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Video Cassette Player/Recorder	1	0	0
Waste Basket	1	4	4
Workstation, Technology Office System	2	35	70
Workstation, Technology Office System	4	40	160



Functional Activity

This desk is the primary staff point for the AV Library. The staff will try to meet the information, reference, audio visual and program needs of a variety of patrons. Books and library materials will not be checked-out here, but at the circulation desk. This is an information desk for patrons to ask questions about AV material and get assistance.

The staff will have access to the on-line catalog, CD-ROM resources and the Internet from the work stations at the desk. While there will be seats available for these librarians, they will not spend much time sitting here, but instead will be walking between the desk and the OPAC cluster and the media collection. This space should be less of an imposing "desk" and more of a user friendly interface which will encourage contact between the library's staff and children and their parents. There should be an obvious "line" behind which patrons should not come, but the "desk" and staff members should be eminently approachable, and the workspace should facilitate the exchange of questions.

Relationships

The AV desk must be prominently located so that it is highly visible upon entering the AV area of the library. The location of this desk is critical since the staff at this desk must visually control the entire AV library. There is a particularly strong relationship between the desk, collections and preview area. This desk should be close to the staff workroom since the staff will walk back and forth between these two areas fairly frequently.

ADJACENT:

AV Collection & Seating

CLOSE:

Children's AV Collection
Circulation Desk

Flexibility

This area may need to be expanded, or a different function placed here. To that end, flexibility should be a goal, while a potential expansion plan would be wise. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare on the computer screens or introduce undesirable UV light.

Finishes

The finishes in this area present a special problem because they will receive a lot of wear due to the current popularity of media materials.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric wall covering

FLOORS:

Carpet

Acoustics

Since there will be some conversation between patrons and staff, everything possible should be done to keep the noise generated in this area from spreading throughout the library. This area will naturally be louder than the other collections and the location and selection of finishes should be considered carefully. The attraction of this area may be music or a video playing.

HVAC

Make certain that HVAC vents are not blowing air directly on the staff the the desk. Provide a key lock staff controlled thermostat in this area. Because of the media formats involved, this area should be cool.

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to the desk top. Specialized task lighting may be used to assist in lighting the desk top. Lights in this area must not create a heat build up for the staff who will be working here.

Security

The AV desk is the central surveillance point for all of the media collections. As much of this area as possible should be visible to staff standing at this desk.

Signage

There should be a sign located above the desk that reads "Audio Visual Desk"

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
AV Bin, Depressible	1	0	0
Chair, Task	1	0	0
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Shelving, SF 66"H Steel W/ 5 Shelves	2	12	24
Telephone Headset	2	0	0
Workstation, AV Counter	1	40	40
Workstation, AV Desk	1	80	80



FUNCTIONAL ACTIVITY

The primary function of the Browsing division is to provide space for new books to be displayed in order to increase the public's access to the library's most recently purchased books. The new book display area should provide an attractive, functional display of recent library acquisitions and also a comfortable area for patrons to examine the materials they may wish to check out.

This space will provide area for patrons to leisurely look through the more popular collections in the library. These collections will include new books as well as AV material, such as videos, CD's, CD-Roms, and DVD's.

The secondary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature. The library's current magazines and newspapers will be housed on shelving which displays the cover of three magazines per shelf with approximately 6 months of back-issues under the slanted shelf that pulls up for access to the back issues. The remainder of the back-issue periodicals storage will be located in the circulation area.

Space to house back-issues is being dramatically impacted by advances in electronic access technologies. In the traditional library, back-issues meant paper copies of older magazines and newspapers that were sometimes bound in hard covers. In more recent times, libraries began housing back-issues on microfilm to save space and the costs of binding. Even more recent advances are making full-text of the back-issues available on CD-ROM or directly on-line. Because the quality of this access to the graphical illustrations in the periodicals still leaves something to be desired, the library will continue to house unbound copies of selected back issue periodicals for some time to come, and that storage should be near the Circulation Desk.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see and have immediate access to the Browsing collection. Many will enter this area, select a new book and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area and then go on to other areas of the library, most notably the audio-visual and fiction collections.

Another typical pattern is for a parent to enter the library, drop their child off in the Children's Library and then return to Browsing to select a book for themselves. It is highly desirable to have the Children's Library visible and close to Browsing so that parents can keep an eye on their children's activities while they are browsing through the new books.

Patrons will also enter the library and browse in the new books display area, and then go on to the fiction collection to select additional books before returning to the circulation desk and subsequently leaving the library. For this reason, it is advantageous to have the new book collection in the proximity of the fiction collection.

These collections are extremely popular and should be located at the very front of the library just after the lobby entrance.

Access to the Circulation Area is important for back-issue periodicals older than the most recent 6 months as well as to the copy center where patrons can make photocopies of articles. The periodicals division should also be in proximity of the circulation desk so that circulation staff



can assist patrons in their literature searches.

CLOSE:

Circulation Desk
Library Entrance
Reference/Information Desk
Audio-Visual Library

PROXIMITY:

Fiction Collection & Seating

<i>DIVISION SPACE SUMMARY</i>		<i>Sq. Ft.</i>
New Book Display		387
Periodical Collection & Seating		1,212
TOTAL:		1,599



Functional Activity

This area houses new library books which will be, for the most part, displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods of time to examine a book more closely. Finding a book on a subject that interests them may also stimulate them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located within this space for quick reference. Overall, this space should have the appearance and feel of a retail marketing space and the shelving which houses the books should be attractive display units.

Relationships

The new book display area should be HIGHLY VISIBLE, and should be just to one side of the main traffic pattern in and out of the library. The children's library should be relatively close to the new book display area and visible from it. The new book display should be very close to the AV collections and seating since many times patrons will browse for both new books as well as new AV materials during the same visit to the library.

ADJACENT:

AV Collections & Seating

CLOSE:

Children's Entrance

Circulation Desk

Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating

Reference Collection & Seating

Flexibility

This area may need to be expanded somewhat in the future, but it would not be a large increase in space. However, flexibility should be a goal.

The shelving reserved for new books should be a limited amount since the material should be kept constantly weeded and therefore, should remain fairly stable.

Fenestration

Natural light is highly desirable in this space.

Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will get very heavy traffic. Walls finishes should be attractive as well as highly durable and easy to clean.

CEILING:

Acoustical

WALLS:

Highly durable: Sisal, vinyl or fabric wall covering

FLOOR:

Carpet Tile

Acoustics

This area will be fairly noisy because it is close to the circulation desk and AV collections, however, this area must begin the transition to other parts of the library which must provide a quieter atmosphere. Standard acoustical dampening strategies should be employed to help keep the noise generated in this space from spreading throughout the library.

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Make certain that the lighting is even on the display unit from one end of a range to the other as well as from the top of the unit to the bottom as much as possible. The use of accent lighting to highlight this area is encouraged to help draw patrons to this area as long as it is appropriate and doesn't create glare (consider light units built into the shelving). Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, etc.).

This area should be especially well lit and should be an especially bright area.

Security

This area will be supervised by the staff at the Circulation Desk. The shelving and seating in this area should be carefully arranged so as to allow views of the New Book collection from the Circulation Desk.

New books can be stripped with regular security strips and be put out for regular browsing.

Signage

One large sign that says "New Books" visible from the front entry.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 84"H Steel Shelving W/ 7 Shelves 255 New Books	2	12	24
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 4936 Paperbacks	29	12	348
<u>Description of Furniture & Equipment Units</u>			
Bench (2 Person)	1	15	15
Case, In-Wall Display	1	0	0
Rack, Literature Display Handout	2	0	0
Tackboard - 1220mm X 2440mm	1	0	0



Functional Activity

Library patrons will browse in this space and read recently acquired new magazines and newspapers. The space should be comfortable, non-institutional and inviting for relatively long stays or quick visits. Current magazines and newspapers will be displayed face out on sloped shelves. Because ADA requires that display items must be able to be reached with a 54" high wheel chair side reach, the shelving units will have only four sloped shelves for each unit and will be housed in 66" shelving units.

Relationships

The location of the current magazine and newspaper display area is quite flexible. While some patrons prefer it to be near the new books, an equal number prefer it to be somewhat more removed from the hustle and bustle of the library's popular library. This space, the 'living room' of the library, should be a relaxing and warm environment where patrons can read magazines and newspapers at their leisure. Since the materials are newest and most popular, there will be many people using them, however, the space should be somewhat cloistered and out of the way so that patrons which choose to remain in the space for a long time can do so without being unduly disturbed. Wherever it is located, it will be advantageous if the staff at the reference desk can supervise it. Patrons will occasionally be coming to the reference desk seeking back-issue periodicals that are stored in the reference workroom.

PROXIMITY:

Copy Center (Reference)
Reference Desk

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than many others, so flexibility is an absolute requirement.

Fenestration

Natural light is highly desirable in this space (as long as it doesn't create glare on computer screens) since indirect ambient light is the best for reading print materials.

Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will receive moderately heavy traffic.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile

Acoustics

This area is moderately noisy.

Illumination

provide 30 foot candles vertically at 30" above the floor in the magazine and newspaper display units, and an average of 30 to 40 foot candles minimum (with 50 foot candles preferred) at table top level in the seating areas. Table top task lighting is acceptable and even desirable. Make certain that the lighting is even in the display units from one end of a range to the other as well as from the top of the unit to the bottom as much as possible. Provide non-glare and shadow less light for an even distribution of light to make reading magazine covers and text easy. Provide high quality, non-glare light in the seating areas for reading newspapers and magazines as well as viewing computer screens. The use of accent lighting to highlight the magazine display units is encouraged to help draw patrons to this area as long as it is appropriate and doesn't create glare.



Security

Staff at the reference desk will supervise this area.

Signage

A large area sign that says: "Current Magazines & Newspapers" visible from the entrance into the library proper.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelves	50	12	600
446 Current Magazines			
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelves	3	12	36
19 Current Newspapers			
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge	6	35	210
Chair, Reader's	4	0	0
Chair, Technology Workstation	3	0	0
Clock	1	0	0
Computer, OPAC (On-Line Public Access) Desktop	2	0	0
Computer, Public Desktop	2	0	0
Lamp, Table	2	0	0
Microfiche Reader/Printer	1	0	0
Microfiche/film Cabinet, Lateral W/10 Drawers	2	26	52
Printer, Ink-Jet (B&W)	1	0	0
Table, End	2	12	24
Table, Reader's	2	85	170
Workstation, Technology Carrel	3	40	120



FUNCTIONAL ACTIVITY

The primary function of the children's library is to provide library books for children and juveniles up to 12 years of age. This area must be exciting and interesting to young children. The children's staff gives guidance in the choice of books and AV materials, presents story hours, AV programs, and provides activities for the creation and display of children's crafts. The staff's primary jobs are to introduce children to the pleasures of reading and listening to stories, and to select materials for them.

The architect and interior designer are encouraged to develop a motif out of children's literature that will spark the imagination of the children using the library. The children's library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. A balance must be struck which will encourage children to have fun by developing an interest in books, reading, and information seeking skills, but not create an inflexible interior arrangement which children can hurt themselves in or which limits the long term flexibility of the space.

The collection has special requirements and needs such as a separate area for shelving EI (readers) Jx 3-4th grade fiction, J (5-6th grade fiction), JNF, AV materials, J Spanish materials, & J reference. All shelving except for the picture books should be 66" high. Picture book shelves should be 45" high.

A 42" aisle between shelves is preferred over a 36" aisle.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the entrance of the children's library. The entrance to children's library should be just inside the security system and very near the circulation desk. When children and parents come out of the Children's Library, they should literally run into the circulation desk. This relationship will facilitate the circulation of children's books.

The entrance to the children's library should be very close to Browsing and the AV Library as well. This will allow parents to browse for new books and AV materials and still keep a watch on their children in the Children's Library.

CLOSE:

- Audio-Visual Library
- Browsing
- Circulation Services
- Library Entrance

AWAY:

- Non-Fiction Collection
- Reference Services
- Young Adult Services



<i>DIVISION SPACE SUMMARY</i>		<i>Sq. Ft.</i>
Children's AV Collection & Seating		498
Children's Desk		302
Children's On-Line Public Access Catalog (OPAC)		50
Children's Program Area		609
Children's Reference Collection & Seating		261
Children's Rest Room		N/A
Children's Staff Workroom		625
Custodial Sink & Supply Closet		N/A
Older Children's Collection & Seating		2,170
Senior Librarian's Office		143
Study/Tutoring Room F		175
Young Children's Collection & Seating		1,860
TOTAL:		6,693



Functional Activity

This space will house the audio-visual media collections for children and juveniles. The collections will generally be displayed face-out in an attractive manner and should be highlighted to attract browsing children and parents. Media may be checked-out for use at home or used in the library in viewing and listening stations.

Relationships

The AV Collections should be immediately visible upon entering the children's library and adjacent to the children's entrance.

ADJACENT:

Children's Entrance

CLOSE:

Children's Desk

PROXIMITY:

Children's On-Line Public Access Catalog (OPAC)

Flexibility

This area may need to be expanded in the future as the collection grows. Flexibility should be a goal. There should be sufficient shelving to allow for a 50% increase in the size of the collection over a 20 year period. Sufficient flexibility is needed to allow for the rearrangement of tables and chairs.

Fenestration

Natural light is highly desirable in this space.

Finishes

The floor finishes must be of high durability, colorful, child-resistant and as maintenance free as possible. Walls finishes should be highly durable and easy to clean. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile). There should be no sharp edges which children can hurt themselves on.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ tackable panels behind for sound absorption and display of children's artwork (for some walls but not all).

FLOOR:

Carpet Tile

Acoustics

This will be a very noisy area, and usually happily so, however an effort should be made to keep the noise generated in this space from spreading throughout the children's library. Since the children's library in general tends to be a noisy area, any and all acoustical methods that can be utilized to reduce sound transmission will be welcomed.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Make certain that the lighting is even on the display unit from one end of a range to the other as well as from the top of the unit to the bottom as much as possible. While it is important to "highlight" the AV materials on the display shelving, the lighting should not create glare off of the materials making it difficult to read the covers. The light in this space must be warm and help reduce the scale of the space, but most importantly it must attract children and their parents to the AV displays. Consider use of neon for signage or just generally to make the space interesting to kids. Provide high quality, non-glare light in the viewing areas for watching TV and computer screens.

Security

The staff at the Children's Desk will supervise this area. The shelving and seating in this area should be carefully arranged so as to allow views of all parts of the AV collection from the Children's Desk.

Signage

One large sign visible from the children's entrance, OPAC's and children's desk which says: "AV Collections" and smaller signs which say: "Videos", "Cassettes", "CD's", "DVDs", "Computer Software" which identify the individual collections.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves	11	12	132
1257 Media Kit (Audio Cassette W/ Book)			
Audio CD Flip File Browser	3	18	54
777 Audio Compact Disk (CD)			
Audiobook SF 66" Shelving Unit W/ 4 Divider Shelves	2	12	24
190 Audiobook Cassettes			
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes	1	12	12
313 CD-ROM			
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	3	12	36
1049 DVD			
Video Cassette SF 66" Shelving Unit W/ 4 Divider Shelves	13	12	156
1357 Video Cassette			

Description of Furniture & Equipment Units

CD/Cassette Tape Player	2	0	0
Chair, Technology Workstation	2	0	0
Clock	1	0	0
Computer, OPAC (On-Line Public Access) Desktop	2	0	0
DVD Player	1	0	0
Headphone, AV	2	0	0
TV/VCR Player	1	0	0
Video Camera	1	0	0
Waste Basket	1	4	4
Workstation, Technology Carrel	2	40	80



Functional Activity

The children's desk is the primary staff service point for the children's library. The staff will try to meet the information, reference, audio-visual and program needs of the children and their parents. Books and library materials will not be checked-out here, but at the circulation desk. This is an information desk for children to ask questions and get assistance. It should be easy and fast for the staff to get in and out of the desk.

The staff will have access to the on-line catalog, CD-ROM resources, and the Internet from their work stations at the desk as well as ready reference print collections. While there will be seats available for the children's librarians, they will not spend much time sitting here, but instead will be walking between the desk and the OPAC cluster, as well as the reference, children's and juvenile collections. This space should be less of an imposing "desk" and more of a user friendly interface which will encourage contact between the library's staff and children and their parents. There should be an obvious "line" behind which patrons should not come, but the "desk" and staff member should be eminently approachable, and the workspace should facilitate the exchange of questions.

The children's desk and this area in general should be scaled down for children. The front of the desk should be low enough for small children to be able to see over it. Frequently, it is useful to drop the ceiling over the desk to help accentuate the space as well as introduce the desired scale for children. The front of the desk and the face of the wall over and/or behind the desk should be colorful with graphic designs that interest and attract children. The desk needs plenty of drawers and filing space.

Relationships

The children's desk must be prominently located so that it is highly visible upon entering the children's library through the children's entrance. The location of this desk is critical since the staff at this desk must visually control the entire children's library. The children's desk is the hub of the entire children's library. There is a particularly strong relationship between this desk and the children's collections and seating as well as to a lesser extent the juvenile seating and collections. The entrance to the children's rest room should also be able to be supervised from the children's desk. The children's desk should be close to the children's workroom since staff will walk back and forth between these two areas fairly frequently.

ADJACENT:

- Children's Entrance
- Children's On-Line Public Access Catalog (OPAC)
- Children's Reference Collection & Seating
- Children's Staff Workroom

CLOSE:

- Children's AV Collections & Seating
- Children's Collections & Seating
- Senior Librarian's Office
- Homework Center

PROXIMITY:

- Children's Program Area
- Children's Rest Room
- Older Children's Collection & Seating
- Study/Tutoring Room

Flexibility

This area may need to be expanded, or a different function placed here while it moves. To that end, flexibility should be a goal, while a potential expansion plan would be wise. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare in the computer screens present in this space.

Finishes

The floor finishes must be of high durability, child-resistant and as maintenance free as possible. Any wall or casework surfaces should be highly resistant to defacement as well as easy to clean. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile). All work surfaces should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to children. All walls here need corner guards.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet Tile

COUNTERS:

Highly Colorful

Acoustics

This area will be a fairly noisy and active area. Acoustic dampening throughout the children's area will help librarians hear and respond to their patrons, some of who are often VERY quiet and/or hard to understand.

HVAC

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various work stations. Provide a key lock staff controlled thermostat in this area.

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to the work surfaces. Specialized task lighting may be used to assist in lighting the desktop. The children's desk should be "highlighted" in order to naturally attract children and parents to this service point. Lights in this area must not create a heat build up for the staff who spends a lot of time here at their workstations. The sign identifying this area should be illuminated to provide an additional eye-catching method of attracting patrons to this location for assistance. Light must also be non-glare because of the computer screens which staff will be frequently using. The master control for all lights in the children's library should be located here under staff control.

Security

The children's desk is the central surveillance point for all of the children's library. As much of the children's library as possible should be visible to staff standing at this location. The staff should be able to control entry into the children's rest rooms electronically from this location.

Signage

A large and lighted sign centrally located over the children's desk that is visible from the children's entrance which says: "Information".

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	1	12	12
55 Children's Ready Reference			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck	2	10	20
Chair, Task	2	0	0
Clock	1	0	0
Computer, Staff Desktop	2	0	0
Kiosk, Electronic	1	50	50
Printer, Ink-Jet (Color)	1	0	0
Queuing Space (Per Person)	10	6	60
Telephone Handset	2	0	0
Workstation, Children's Desk	2	80	160



Functional Activity

The Children's On-line Public Access Catalog (OPAC) will provide children and their parents with access to the library's collections in the form of an on-line catalog. Children and their parents will be able to search the library's collections by title, author and subject from each of the computers in this area as well as any of the other OPACs in the children's library.

Relationships

The OPAC "cluster" should be located just inside the children's entrance so that it is highly visible to children and their parents as soon as they enter the children's library. It should be adjacent to the children's desk so that the staff can assist children with searches in the on-line catalog. It should be positioned approximately equal distance from the children's and Older Children's Collection & Seating so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Desk
Children's Entrance

CLOSE:

Children's AV Collection & Seating
Children's Collection & Seating
Older Children's Collection & Seating

PROXIMITY:

Children's Rest Room
Homework Center

Flexibility

It is very likely that this area will need to be expanded in the future, or at a minimum more OPAC stations placed in the same space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not required, and may not be desirable given the number of screens in this area because of potential screen glare problems. If natural light is introduced, it must be indirect ambient light, or computer screens will have to be very carefully positioned. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This area will get very heavy use. The floor finishes must be of high durability, child-resistant and as maintenance free as possible. Walls finishes should be highly durable and easy to clean. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile). There should be no sharp edges which children can hurt themselves on.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet Tile

Acoustics

This will be a relatively noisy area since many people will be walking by from the children's entrance into the children's library and others will be talking with one another while using the OPACs. Each station as well as the building itself should be designed to acoustically absorb sound and not allow it to spread to other areas of the children's library.

HVAC

The HVAC system must be capable of addressing the heat build up in this area because of the large number of people here at any given time as well as the heat generated by the computer equipment.

Illumination

On average, there should be a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) on the counter tops. It is critical that the lighting be non-glare because of the very high number of computer screens in the space.

Security

This area will be supervised by staff at the Children's Desk. Children using the OPACs must be highly visible from the desk so that they can be given assistance if necessary, but also so that vandalism can be deterred.

Signage

A large area sign that is viewable from all four directions that says: "Children's Catalog." The signage for all of the collections in the children's library should be visible to patrons standing at the OPACs.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<hr/>			
<u>Description of Furniture & Equipment Units</u>			
Clock, Wall	1	0	0
Computer, OPAC (On-Line Public Access) Desktop	4	0	0
Printer, Ink-Jet (B&W)	1	0	0
Waste Receptacles - Built-in	1	0	0
Workstation, Technology Carrel	1	50	50



Functional Activity

This area will provide space for many different kinds of activities and programs from story hour presentations to puppet shows and audio-visual programming as well as arts and crafts activities. Generally, children will sit in a semi-circle with either library staff making a presentation or an AV projection screen or TV monitor being the focus of their attention. Other times, tables will be set up for children to sit at and participate in projects. Staff will work closely with children during presentations, otherwise the space should be open for additional seating purposes so that children may read unattended, but still be under the supervision of the library's staff as well as the child's parents.

Relationships

The children's program area should be adjacent to the children's workroom, and close to the children's desk as well as the children's collection and seating area.

ADJACENT:

Children's Staff Workroom

CLOSE:

Children's Desk
Children's Collections & Seating

PROXIMITY:

Children's Rest Room

Flexibility

The area should be flexible, but a "stage" and "theater" like appearance is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide "steps" upon which children may sit as long as the area can still accommodate tables being set up for craft sessions. The space may be enclosed if a window view of the interior of the room is provided.

Fenestration

Natural light is not required. Any windows in the rooms must be able to be completely blacked out though the use of mechanical screens or blinds in order to produce high quality AV presentations.

Finishes

This space is an opportunity for the architect and interior designer to provide an extra special environment for children. It will be the focus of many group activities and will be used by most of the children in the community, and therefore should create a positive, fun and lasting impression. The floor finishes must be of high durability, colorful, child-resistant and as maintenance free as possible. Walls finishes should be colorful, highly durable and easy to clean. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile).

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ tackable, acoustical panels behind for sound absorption and display of children's artwork.

FLOOR:

Carpet Tile

Acoustics

This will be a noisy area and must be buffered from the rest of the children's library to the extent possible.

HVAC

Within minutes, the programming rooms' HVAC system must be able to go from accommodating 40 active children & parents to a group of five. This area will face significant



and quick changes in body-heat. Care must be taken to equalize temperatures in this area. Consider a quick recovery heating and/or cooling system in this area to keep the temperature at the desired level for occupants. Thermostats for the rooms should be key lock controlled.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. All lighting must be able to be controlled at any puppet stage/story teller's position. The program area general area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed down or up at the beginning and end of programs which require complete darkness. It is usually best to provide these dimmable lights as wall washers around the perimeter of the room so they can also be used to highlight artwork displayed on the walls. There should be a modest dimmer controlled spot lighting system that will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes as well.

Security

Children's Desk staff will supervise this area. Given this, there should be a direct sight line from the desk to this area.

Signage

A large sign over the entry to the area that says: "Children's Programs".

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
AV/Technology Equipment Cart, Large	1	15	15
Cabinet, AV Equipment	1	15	15
CD/Cassette Tape Player	1	0	0
Chair, Rocking	1	20	20
Clock	1	0	0
Cushion, Floor	75	7	525
DVD Player	1	0	0
Easel	1	30	30
Microphone, Lavalier	1	0	0
Projector, Ceiling Mounted AV	1	0	0
Sign, Announcement	1	0	0
TV Monitor, 32"	1	0	0
Video Cassette Player/Recorder	1	0	0
Waste Basket	1	4	4
White Board	1	0	0



Functional Activity

The children's reference collection consists of encyclopedias, directories, indexes, atlases and other documents used in assisting the children's staff answer questions that children and parents may have. The ready reference collection will be directly behind the children's desk.

Relationships

The reference collection must be adjacent to the children's desk for quick and easy access by staff. It should also be relatively close to the children's workroom as well.

ADJACENT:

Children's Desk

CLOSE:

Children's Staff Workroom
Homework Center

Flexibility

This area may need to be expanded in the future as the collection grows. Flexibility should be a goal. There should be sufficient shelving to allow for a 50% increase in the size of the collection over a 20 year period. Sufficient flexibility is needed to allow for the rearrangement of tables and chairs.

Finishes

The floor finishes must be of high durability, child-resistant and as maintenance free as possible. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile).

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet

Acoustics

This will be a moderately noisy area, so standard sound reduction techniques will be required.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. The light must be warm and help reduce the scale of the space.

Security

This area will be supervised by Children's Desk staff and to some extent staff in the children's workroom.

Signage

Place a sign that says "Reference Collection" over the shelving. The sign should be visible from the children's entrance, desk and OPAC's, homework center as well as the children's and juvenile collection and seating areas.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
--	-------------	-----------------	---------------------

Description of Shelving Units

42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	3	20	60
636 Children's Reference			

Description of Furniture & Equipment Units

Atlas Case	1	25	25
Chair, Juvenile	6	0	0
Chair, Technology Workstation	2	0	0
Clock, Wall	1	0	0
Computer, Public Desktop	6	0	0
Dictionary Table Top Stand	1	0	0
File Cabinet (Vertical)	2	12	24
Globe, Desktop	1	0	0
Photocopier, High Speed	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Table, Juvenile	1	90	90
Waste Basket	3	4	12
Workstation, Technology Carrel	1	50	50



Functional Activity

This space is a public rest room just for children. It will be sized to meet the local building code and ADA requirements. The interior of the children's rest room should be bright and colorful. A design of children's characters in the ceramic tile on the floors and walls is desirable.

Relationships

While the children's rest room should be reasonably convenient from the entrance to the children's library, they should not be too close to the entrance to the main library in order to discourage the use of this rest room by adults. The rest room is exclusively for children and for parents using the diaper changing stations. The children's rest room should be relatively quickly accessible from the children's collection space as well as the children's program area.

ADJACENT:

Custodial Sink & Supply Closet

PROXIMITY:

Children's Entrance
Children's Desk
Children's Collection & Seating
Children's On-Line Public Access Catalog (OPAC)
Children's Program Area

Flexibility

Rather than expand the restroom, additional restrooms would be added. This space requires minimal or no flexibility unless accommodation requirements are expected to change.

Fenestration

No windows are necessary or desired.

Finishes

As juveniles will abuse this area, it must be as resistant to vandalism as possible. Floor finishes must be of high durability, slip resistant and as maintenance free as possible. Wall finishes, fixtures, stalls and counters should be highly durable, graffiti-resistant and easy to clean. All fixtures should be sized for children.

CEILING:

Water resistant gypsum board with epoxy paint.

WALLS:

Glazed Ceramic Tile with dark grout.

FLOOR:

Unglazed Ceramic Tile

STALLS:

Stainless steel or equivalent

FIXTURES:

Sinks: Self-activated
Commodore: Self-activated, wall hung

Acoustics

Blowers must be adequately sound-dampened from adjacent spaces. All reasonable acoustic dampening is appropriate for this area.

Illumination

Bright lights to give rest room the appearance of being clean and safe.

Security

Children's Desk staff will supervise this area. The entry doors to the Children's Rest Room



should be in the line of sight of staff at the desk. Entry will be controlled by remote electronic switch at the children's desk.

Signage

Standard exterior signs identifying "Boy's" and "Girl's". No interior signs except those required by ADA.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode - Child Size - Accessible	2	0	0
Diaper Changing Counter	1	0	0
Drinking Fountain	1	0	0
Hand Dryer	1	0	0
Sink And Counter	2	0	0
Soap Dispenser	1	0	0
Stall	2	0	0
Urinal	1	0	0



Functional Activity

The Children's Staff Workroom will provide workstations for the children's staff as well as multi-purpose work space for preparation of posters, children's craft sessions, making puppets etc. The best layout for this workroom is to provide a counter for workstations around perimeter of the workroom on at least three sides (preferably three sides that will have view windows out into the library for supervision). There should also be an "island" which will provide additional workspace and storage for children's craft sessions etc. The workroom will also store back-issues of children's magazines that the staff will have to retrieve upon demand.

Relationships

The Children's Staff Workroom should be adjacent to the children's program area so that staff can go between the two spaces quickly and easily. Staff will supervise children in this area and prepare materials to be used during programs. The children's workroom should be located adjacent to the children's desk as well. The space should be removed from the noisy atmosphere of the children's library, but staff must be able to supervise children through out the library from the workroom. The workroom should be close to the Senior Librarian's Office as well.

ADJACENT:

Children's Desk
Children's Program Area

CLOSE:

Senior Librarian's Office
Children's Reference Collection & Seating

Flexibility

Children's Staff Workrooms are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow inexpensive remodeling if it does become necessary. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Exterior windows are desirable, but interior windows, which allow viewing of the children's desk as well as all other areas of the children's library, are required. While it is important to have a view window between this area and the children's desk, so that staff here can observe the desk, it is equally important that patrons standing at the desk can not see into this space very well since it is messy and disorganized looking. This usually can be accomplished with blinds, etched glass or some kind of lattice treatment on the window between the two spaces.

Finishes

The floor finishes must be easy to clean and as maintenance free as possible since there will be occasional spills of children's craft preparation materials which are being tested or carried to and from the program area

CEILING:

Acoustical

WALLS:

Paint and ½ glass (or view window below cabinets).

FLOOR:

Carpet Tile

Acoustics

Since this space will be a work area next to a quite noisy service area, it should be acoustically buffered from the rest of the library.

HVAC

Typical office with separate thermostat control. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants of the workstations.

Illumination

An average of 30 to 40 foot candles of non-glare office lighting, with task lighting which can provide up to 50 foot candles on the counter tops. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

Staff area secured by a lock. As much of the children's library as possible should be visible to staff sitting at this location. Staff in the workroom should be able to view the children's desk so that they can move to the desk quickly during peak demand periods. There should also be an emergency buzzer and/or intercom system between the workroom and the desk to alert staff to potential problems.

Signage

"Staff Only" on any door entering this space.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck	3	10	30
Bulletin Board	1	0	0
Cabinets, Above Counter	30	0	0
Cabinets, Below Counter	15	0	0
Chair, Task	4	0	0
Clock	1	0	0
Computer, Staff Desktop	4	0	0
Digital Camera	1	0	0
Ellison Die Cut Machine	1	0	0
FAX Machine, Desktop	1	0	0
Fax Stand	1	20	20
File Cabinet (Vertical)	1	12	12
First Aid Kit	1	0	0
Flannel Board	1	0	0
Flat File	1	35	35
In & Out Board	1	0	0
Laminator	1	0	0
Mail Boxes, Staff	1	30	30
Paper Cutter	1	0	0
Paper Towel Dispenser	1	0	0
Photocopier, High Speed	1	0	0
Poster Maker	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Refrigerator	1	0	0
Shelving, SF 60"H Steel W/ 5 Shelves	3	12	36
Sink	1	18	18
Soap Dispenser	1	0	0
Step Ladder	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Stool, Step	3	2	6
Storage Cabinet	3	18	54
Supply Cabinet	3	18	54
Table, Work	1	145	145
Telephone Handset	4	0	0
Waste Basket	5	4	20
White Board	1	0	0
Workstation, Children's Counter	1	45	45
Workstation, Children's Office System	4	30	120
Wrapping Paper Dispenser	1	0	0



Functional Activity

Space must be provided in the children's library for a sink and supply closet for custodial purposes. There will be frequent "accidents" in the children's library and these services need to be nearby and ready.

Relationships

The custodial closet should be located adjacent to the children's rest room.

ADJACENT:

Children's Rest Room

Flexibility

It is not anticipated that these areas would change purpose or require expansion unless an expansion were built on to the building, and then additional closets would be needed.

Fenestration

Windows are not desired.

Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Latex paint over sealed concrete, block or water resistant sheet rock.

FLOOR:

Sealed Concrete with a floor drain

HVAC

Ventilation is crucial in the efforts to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building or separate exhaust system to keep fumes from entering the buildings return air duct system.

Illumination

Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level.

Security

Automatic door-closing mechanism on heavy door which cannot be opened without a key.

Signage

A sign on the door that says: "Custodial Closet - Staff Only".

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Carpet Cleaning Machine	1	0	0
Cleaning Cart	1	0	0
Garbage Bin, Interior	1	0	0
Mop Bucket	1	0	0
Shelving, Industrial	1	0	0
Sink, Mop	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Vacuum Cleaner, Dry Upright	1	0	0



Functional Activity

This area of the children's library houses the print collections for older children or juveniles (ages 10 - 12). The collections consist of Juvenile Fiction books and Non-fiction books. There will also be space for seating for both juveniles and their parents. Juveniles with the assistance of the library staff and their parents will select reading materials. Parents will frequently sit down and read some books together with their children. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, the library staff will assist juveniles in on-line catalog searches while letting them find their own materials in the book stacks unless they are having difficulty.

Relationships

The juvenile collection and seating area should be relatively close to the children's on-line public access catalog since children of this age will be attracted to these units and will often be able to operate them by themselves. The space should be in the proximity of the children's desk, but the size of the collection will force it to be somewhat removed. This space should be visible from the children's entrance, but, again, it will likely be somewhat removed from the front of the children's library simply because of its size. This space should be in the proximity of the Homework Center since students in the Homework center will use some of the books in the Juvenile collection.

CLOSE:

Children's On-Line Public Access Catalog (OPAC)

PROXIMITY:

Children's Desk
Homework Center

Flexibility

This area may need to be expanded in the future as the collection grows. Flexibility should be a goal. There should be sufficient shelving to allow for a 50% increase in the size of the collection over a 20 year period. Sufficient flexibility is needed to allow for the rearrangement of tables and chairs.

Fenestration

Some natural light is highly desirable. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This space should be designed to appeal to older children who are too old for the children's area, but not quite yet ready for the young adult library. An "exploratory" theme such as space exploration would be appropriate. The floor finishes must be of high durability, child-resistant and as maintenance free as possible. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile).

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Acoustics

This will be a noisy area. Standard acoustical dampening strategies must be utilized.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless



light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). The light must be warm and help reduce the scale of the space. The display cases must have an internal light.

Security

Children's Desk staff will supervise this area. To the extent possible, all areas of this space should be easily viewable from the desk.

Signage

A large area sign which says: "Older Children's Collection & Seating", and smaller signs which say: "Fiction" and "Non-Fiction." All signage should be visible from the children's entrance, OPAC's and desk.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 7593 Juvenile Fiction	20	18	360
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 20329 Juvenile Non-Fiction	53	18	954
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 545 Juvenile Storytelling (Reserve)	3	18	54
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves 19 Children's Current Magazines	4	12	48
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 1909 Juvenile Spanish Language	7	12	84
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 309 Textbooks	2	12	24
<u>Description of Furniture & Equipment Units</u>			
Carrel, Reader's Wood	2	40	80
Chair, Juvenile	10	0	0
Chair, Juvenile Lounge	4	25	100
Chair, Technology Workstation	10	0	0
Clock	1	0	0
Computer, OPAC (On-Line Public Access) Desktop	6	0	0
Computer, Public Desktop	6	0	0
Table, End	2	12	24
Table, Juvenile	2	85	170
Waste Basket	3	4	12
Workstation, Technology Carrel	4	40	160
Workstation, Technology Carrel	2	50	100



Functional Activity

This space will provide the supervisor for the children's library with an office to plan and carry out the activities pertaining to the operation of the children's library. They will conduct planning conferences with the staff, private conversations with the public, staff interviews and personnel evaluations as well as general office activities.

Relationships

The office should be adjacent to the Children's Staff Workroom, but the public should not have to go through the workroom to get inside of the office. The office should be private, but it should be located so that the staff in the workroom and at the children's desk can be supervised by the department head while sitting in the office.

CLOSE:

Children's Staff Workroom
Children's Desk

Flexibility

Sufficient flexibility should exist to allow the children's desk and/or workroom to expand into this space if required.

Fenestration

Windows that will allow the supervisor to supervise staff in workroom and at the children's desk are highly desirable. Window treatment that will prevent staff and the public from looking into the office is also highly desirable. Exterior windows are highly desirable.

Finishes

Finishes should be cheerful and welcoming, but professional in appearance. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal office use.

CEILING:

Acoustical

WALLS:

Paint and ½ glass.

FLOOR:

Carpet

Acoustics

Given the tremendous noise level of a Children's department, any acoustic measures dampening sound generation into this office would allow the supervisor to concentrate better and be more effective. It is also important to keep confidential conversations from being overheard. The room should be sound proof to the extent possible.

HVAC

Individually-controlled thermostat. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

While this is primarily a staff area with access controlled by a lock, the office must be easily accessible by the public from the children's desk for private conversations with patrons without them having to come behind the children's desk or go through the workroom area.

Signage

A sign on the door that says: "Senior Librarian's Office".



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Art Print	1	0	0
Chair, Department Head's	1	0	0
Chair, Visitor's	2	15	30
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Credenza	1	25	25
Desk, Department Head's	1	60	60
File Cabinet (Vertical)	1	12	12
Paper Shredder	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Recycle Bin	1	0	0
Shelving, SF 90"H Steel W/ 7 Shelves	1	12	12
Telephone Handset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0
White Board	1	0	0



Functional Activity

The homework center study / tutoring rooms provide two rooms that will seat up to six youths each where they can go to study, surf the internet and do homework in a group setting and not disturb other library patrons. The activity and noise level in these rooms will be high because the youth will be talking to one another. The rooms must be acoustically treated for sound absorption, but they should essentially be "glass boxes" so that unacceptable behavior cannot occur inside the rooms without being observed by staff or patrons. At least one side of each room must be a complete floor to ceiling glass wall.

Relationships

The homework center study / tutoring rooms will need to be adjacent to the homework center. The study / tutoring rooms should be visible from the children's desk so that the staff can assist youth with homework assignments and encourage them to begin to use the resources of the library's print collection.

ADJACENT:

Homework Center

Flexibility

This area would not be expanded although additional rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

Fenestration

Natural light and view windows are desirable.

Finishes

All finishes in this area must be as indestructible as possible given the clientele. There will be serious attempts on the part of youths to deface the room and its contents. The floor finishes must be of high durability, attractive and as maintenance free as possible. Walls finishes should be attractive as well as highly durable, graffiti resistant and easy to clean. Since a special effort is being made to serve youths in this area, the interior design should appeal to youth in order to attract them to use this space.

CEILING:

Acoustical

WALLS:

Glass and Vinyl, Sisal or Fabric wall covering with acoustical panel behind for sound absorption.

FLOOR:

Carpet Tile

Acoustics

The purpose of these rooms is to isolate noise generated from youth studying together and music playing, so clearly, significant acoustic dampening is required.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over the table top. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable. The lights should have dual level controls at the entry door to the room.

Security

These rooms should be out of the way and somewhat "cloistered", but they should be easy to supervise from children's desk and by library patrons walking through the library. Access to the room will be controlled by remote electronic switch at the children's desk.

Signage

"Study Room," on the door.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<hr/>			
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study	6	0	0
Chair, Stacking, Juvenile	20	0	0
Table, Group Study	1	175	175
White Board	2	0	0



Functional Activity

This area of the children's library houses the print collections for young children. The collections consist primarily of picture books, easy readers, and chapter books. There will also be space for seating for both young children and their parents. Young children with the assistance of the library staff and their parents will select reading materials. Parents will frequently sit down and read books together with their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Provide computerized sign-in area so children can sign up to use computers without assistance. Provide a Debit card machine nearby.

The library owns the "Mary Teegarden Clark Collection" (304 volumes), a very special historical collection of children's books. Provide showcase display cabinets with glass fronts which can be locked.

Relationships

The children's collection and seating area needs to be adjacent to the children's desk so that staff can supervise and assist young children. This space should be close to and visible from the children's entrance.

ADJACENT:

Children's Desk
Older Children's Collection & Seating

CLOSE:

Children's Entrance

PROXIMITY:

Children's On-Line Public Access Catalog (OPAC)
Children's Rest Room

Flexibility

This area may need to be expanded in the future as the collection grows. Flexibility should be a goal. There should be sufficient shelving to allow for a 50% increase in the size of the collection over a 20 year period. Sufficient flexibility is needed to allow for the rearrangement of tables and chairs.

Fenestration

Some natural light is highly desirable.

Finishes

This space should be colorful and playful and should be designed around a theme that is appropriate for young children. The floor finishes must be of high durability, colorful, child-resistant and as maintenance free as possible. Walls finishes should be highly durable and easy to clean. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile).

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet Tile

Acoustics

This will be a highly noisy area. Standard acoustical dampening strategies must be utilized.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that



the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). The light must be warm and help reduce the scale of the space. Any display cases must have an internal light.

Security

Children's Desk staff will supervise this area. To the extent possible, all areas of this space should be easily viewable from the desk.

Signage

One large sign which says: "Children's Books", and smaller signs which say: "Picture Books", "Chapter Books", "Easy Readers." All signage should be visible from the children's entrance, OPAC's and desk. Signage should be very clear and large.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 7036 Children's Picture Books	20	18	360
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 2316 Chapter Books (Jx)	17	20	340
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3013 Children's Easy Readers	6	20	120
<u>Description of Furniture & Equipment Units</u>			
Announcement Board	3	0	0
Bench (3 Person)	1	18	18
Book Bin, Depressible	2	15	30
Bulletin Board	3	0	0
Case, Floor Display	1	30	30
Case, In-Wall Display	3	0	0
Chair, Child's	26	0	0
Chair, Child's Lounge	4	20	80
Chair, Technology Workstation	9	0	0
Change Machine	1	0	0
Clock	1	0	0
Computer, OPAC (On-Line Public Access) Desktop	2	0	0
Computer, Public Desktop	4	0	0
Display Shelving, Glass Enclosed, Wood, Lockable	1	30	30
Donor Recognition Plaque	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Sofa (2 Seat)	2	55	110
Table, Children's	5	80	400
Table, Children's Slant Top	1	90	90



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Waste Basket	3	4	12
Workstation, Technology Carrel	1	40	40
Workstation, Technology Counter	4	50	200



FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the "circulation" of the library's book, magazine and audio-visual collections in and out of the building. This includes the following steps:

1. Library patrons checking out library materials at the circulation desk and self check-out units,
2. Library staff checking the materials back in,
3. Library staff sorting the various materials, and
4. Library staff reshelving the collections in their proper location.

Careful attention must be given to the workflow of the circulation process. It is critical to the effective operation of the library that the process of circulating library materials works smoothly and efficiently. Otherwise, library operations will be greatly hampered by wasting the time of both the library staff and patrons. Further, a poor implementation will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

To register new library patrons, check out material to patrons, check in returned material, reshelv material, and provide support services off desk that are essential to the efficient running of the department. These duties include sorting material, mending material, processing material, and performing routine clerical activities.

SPATIAL RELATIONSHIPS

The Circulation Services division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

There are two distinctive areas in the circulation section. The circulation desk is the public area where the staff deals with the public. The workroom area is where all the off desk activities take place.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library
Browsing
Children's Library

PROXIMITY:

Fiction Collection & Seating
Young Adult Services

AWAY:

General Building Services
Staff Service



<i>DIVISION SPACE SUMMARY</i>		<i>Sq. Ft.</i>
Book Return/Sorting		485
Circulation Desk		618
Circulation Supervisor's Office		143
Circulation Workroom		454
Mending & Processing		230
TOTAL:		1,930



Functional Activity

The book return space is an area where library materials will be deposited by library patrons after their use. Library materials will be returned by library patrons through a slot in the wall, and fall into a book bin holding receptacle. Library staff will periodically unload these bins and the materials will be placed on book trucks after check-in at the circulation check-in stations. Since book and AV drops must be accessible to the disabled, care must be taken in the coordination of the heights of these drops and the height of the interior book bins to make sure the two are compatible. An exterior drive-up book drop should drop materials directly into this room. Outside book drops should be covered with roof to protect against rain and be next to the sorting room.

Temporary storage should be provided for mending and materials in transit routed to other branches.

The page work area should have one large work table for mends processing material and other activities that require a large amount of area. The area should have ample cabinets to store the equipment and material needed to execute these jobs. Since each page would not have a separate desk, lockers should be provided for storage of personal material. There should also be sufficient shelving space for supplies used by the rest of the circulation staff - library applications, notices, forms, etc. There should be ample sorting shelf room and also room for loaded and empty book trucks. The room itself should be located along an outside wall and at the front lobby area so that book return chutes flow directly into bins in this room. The pages will need a minimum of three check-in units as well as sensitizers. A receiving area should be located directly next to the page work area. All deliveries will be made to this area and will be sorted by the circulation staff. This area will also hold material waiting for the library delivery service.

Relationships

The book return space must be adjacent to the circulation workroom as well as the lobby of the building and/or the exterior of the building near the front entrance. If possible, it is desirable for patrons to also be able to deposit library materials into this room from just inside the security gates, from the lobby as well from the exterior of the building for after hours return as well. For patron convenience, a separate set of remote exterior book and AV return units (preferably with driver's side drop off) will need to be added in the parking lot as well. These units should be relatively close to the main entrance of the library so that staff can unload them easily and truck the library materials to the circulation workroom.

ADJACENT:

Public Entrance & Lobby
Circulation Desk
Circulation Workroom

CLOSE:

Access to the stacks and collections.

Flexibility

Space should be provided for the future self check-in return chute. All shelving should be flexible and easily adjustable.

Fenestration

A view of the exterior landscape is desired but not required. If this area is directly adjacent to the Circulation Desk area, a window into the Book Return/Sorting room for comfort and security from the circulation area would be practical.

Finishes

The floor finishes must be of high durability, slip resistant and as maintenance free as possible. Corner guards are essential.



CEILING:
Acoustical

WALLS:
Paint

FLOOR:
Carpet - there should be no threshold between the book return room and the book check-in stations for the book bins to get hung up on.

Acoustics

Since the access area outside the book return space will be quite noisy because of patrons walking and talking, every effort should be made to absorb sound generated at this location to keep it from spreading into the rest of the library. The walls of the book return room need to be well insulated for sound as well since the sound of books and AV materials falling through the book drop into the book bins is very distracting to nearby patrons and staff.

HVAC

Since flammable materials are occasionally introduced into book returns, care must be taken to make certain that the smoke produced can not enter the main HVAC system and spread throughout the library building. This room does not need to be well ventilated since staff will not spend long periods of time here. They come in to simply remove book bins and then leave.

Illumination

The interior of the book drop only needs about 30 foot candles primarily over the book bins. However, the book slots on the exterior should be highlighted with 50 foot candles or more to attract patrons to them. Exterior book drops will need bright and vandal resistant lighting for security.

Security

The staff at the circulation desk supervises the book return slots. There needs to be a clear line of sight from the desk to any main book drop slots inside the library's security system. All book slots must be able to be locked by staff. If book slots are accessible from outside the building or from the lobby so that materials can be deposited after hours, the book return room must be an enclosed fire rated room with a smoke detector and sprinkler head. The introduction of flammable material into book drops is one of the major causes of fires in public library buildings. Outside book drops should be protected by reinforced poles and barriers.

Access by code locks only; no exit from this area to the building exterior.

Signage

Signs that say: "Book Return" and "AV Return" over as many slots as provided.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
AV Bin, Depressible	2	20	40
Bar Code Reader, Hand Held	3	0	0
Book Bin, Depressible	2	20	40
Book Truck	10	10	100
Computer, Staff Desktop	3	0	0
Demagnetizer/Desensitizer	3	0	0
First Aid Kit	1	0	0
Hand Sink	1	0	0
Locker-72" High Single - 305mm X 381mm	20	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Shelving, DF 90"H Steel W/12 Shelves	5	18	90
Telephone	1	0	0
Workstation, Circulation Check-in Counter	3	55	165
Workstation, Sorting Counter	1	50	50



Functional Activity

The circulation desk is the first public service point that the public will see when entering and leaving the library. It must present a well-organized and business-like appearance as well as provide an efficient process for checking out library materials. Each staffed check-out station should be exactly the same and allow patrons to be assisted with the checking out of the materials that they have selected. All library patrons will bring their materials up to the desk and place them on the service counter for staff to process. Once the check-out function is completed, staff will return the materials to patrons who will exit the building.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to "fall-in line" during peak demand times. This can be accomplished through the use of portable traffic control posts, different floor materials, a different color of carpet, or the use of any other method that is flexible and works. Patrons standing in this line should not create a problem for other library patrons entering or leaving the library, i.e., there must be plenty of room in front of the desk so that there is no "bottleneck" when a line does form. The circulation desk should be less of an imposing "desk" and more of a user friendly interface that will encourage contact between the library's staff and library patrons. There should be an obvious "line" behind which patrons should not come, but the "desk" and staff member should be eminently approachable.

In addition to checking out books, library patrons will be able to pick up books that are being held for them on reserve, register for library cards, pay fines as well as request private consultation regarding their library circulation record. Library patrons will also be able to use self-check out machines in this area if they wish to expedite their exit from the library. Other needs are storage of supplies, security accessories storage, storage for lost and found, telephone referral to reference/administration, donation acceptance and copy machine change.

The circulation desk should be at the front of the library for easy patron access. Patrons should be able to bring overdue material into the library so that they can pay fines directly. However, other material should be placed in a book return slot that would be in a lobby area before entering the main part of the library. There should be a separate registration desk (which could also serve as a check out terminal when needed), and at least 3 check out terminals, plus an additional terminal for checking in of late material. There should be a cash register at this terminal as well as a debit and credit card machine at this terminal. There should also be one additional cash register centrally located among the other terminals. The countertop should be flat to allow for maximum use and should be at sitting height at least at the registration desk. Stools or chairs should be provided at all stations as well as comfortable flooring for extended periods of standing. Each computer should have a telephone. Ample shelves/storage should be available for supply storage as well as for material that is held behind the desk (such as HOLDS). The circulation desk should be adjacent to any self check out units and should be extremely close to the public photocopy room since the circulation desk receives the most enquiries regarding equipment.

Relationships

The circulation desk must be adjacent to public entrance and lobby as well as the main circulation path in and out of the library, but just off to one side so as not to interfere with the flow of people coming and going from the library. The library staff at the circulation desk should have good visual supervision of the security system gates and be able to access the gates and lobby relatively quickly if necessary.

This circulation desk should be adjacent to the circulation workroom, book return/sorting room, as well as the copy center. The circulation desk should also be close to the AV collections and new book display as well as the children's entrance.

Finally, when approaching the circulation desk, patrons should reach the self-checkout



stations before they get to the checkout stations that are staffed at the desk. This will hopefully increase the likelihood of patrons using the self-checkout units.

ADJACENT:

- Public Entrance & Lobby
- Circulation Supervisor's Office
- Circulation Workroom
- Book Return/Sorting

CLOSE:

- Mending & Processing
- AV Collection & Seating
- Copy Center
- New Book Display

PROXIMITY:

- Fiction Collection & Seating
- Public Rest Rooms
- Young Adult Collection & Seating

AWAY:

- Children's Library
- Loading Dock
- Shipping & Receiving
- Staff Entrance

Flexibility

Circulation desk areas are frequently remodeled and expanded when the library expands. While it is not anticipated that this will be necessary any time soon, sufficient flexibility should be provided to allow inexpensive remodeling if it becomes necessary in the future.

Extra public space should also be allowed to permit the addition of advanced technology, such as automated check out, etc. Plan expansion space for reserves/holds storage, storage of high security items, CD ROMs and DVDs.

Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare in the computer screens present in this space or in the eyes of staff working at the desk for long periods of time.

Finishes

This finishes in this area present a special problem because they will receive a very high degree of wear and tear, and because they need to look very good for the entire life of the building. The floor finish should either be a non-slip hard surface which is highly durable, or a high quality carpet square which can be changed frequently. Any wall or casework surfaces should be highly resistant to defacement as well as be easy to clean. All work surfaces should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to staff and patrons alike. All walls in this area need corner guards.

CEILING:

- Acoustical

WALLS:

- Vinyl, Sisal or Fabric wall covering.

FLOOR:

- Carpet tile, stone or quarry tile

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Provide a PA speaker near the desk so staff can hear the announcements.

HVAC

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various checkout stations. Provide a key lock controlled thermostat in this area.



Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to work surfaces. The circulation desk should be "highlighted" in order to help patrons find this service area. Any signage should be illuminated as well for greater visibility. Lights in this area must not create a heat build up for the staff who spend a lot of time at their workstations. Further, extra special care must be taken to make sure there will be no glare on VDT screens here since staff work with these screens intensively over a long period of time each day. The master control for all lights for the library should be located here under staff control.

Security

The staff at the circulation desk supervises most of the areas just inside the entrance from the lobby. Quick and easy access to patrons exiting after setting off the security gate alarms is important. Lobby doors should stay closed if security gate is triggered. Install a convenient switch for staff to override the lock after patron has been checked for unchecked material. The staff should also be able to see a major portion of the lobby, the entrances to the library, as well as the entrances to the rest rooms if possible.

The public desk area should be set off enough so that the public is aware that they cannot wander behind the desk. This can be done by clearly defining the space with a counter and/or partial gates that do not wall in the staff but do define limits.

Develop ability to pass audio visual items to exiting patron without staff walk around.

Signage

A large sign visible from the library entrance as well as all parts of the library that says: "Circulation Desk." Smaller, strategically placed signs that say: "Check-Out," "Library Cards," and "Reserves." Provide a sign and a clearly marked area for returning books to minimize materials not checked-in properly.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bar Code Reader, Hand Held	4	0	0
Book Bin, Depressible	2	15	30
Book Truck	5	10	50
Cash Register	1	0	0
Chair, Task	4	0	0
Chair, Visitor's	1	0	0
Change Machine (Bill & Coin)	1	15	15
Clock	1	0	0
Computer, Staff Desktop	4	0	0
Printer, Ink-Jet (B&W)	1	0	0
Printer, Receipt	4	0	0
Queuing Space (Per Person)	10	6	60
Security Gates, Book Theft Detection System	1	35	35
Shelving, SF 45"H Steel W/ 3 Shelves	6	12	72
Shelving, SF 66"H Steel W/ 5 Shelves	3	12	36
Telephone Handset	4	0	0
Workstation, Circulation Check Out Desk	3	80	240
Workstation, Circulation Patron Registration Desk	1	80	80



Functional Activity

This is the office for the circulation supervisor where the department's activities will be planned and administered. This office will also provide a confidential space where staff reviews can be performed and where the public can come into a private office to discuss confidential issues regarding their circulation records, i.e., fines, damages, payment agreements, etc.

Relationships

All of the circulation support staff should be able to be easily supervised from this office with visual access to the circulation desk. Staff should be able to get to the office easily from the circulation desk if problems come up with patrons. Patrons should be able to access the office without going behind the circulation desk or into any of the circulation division's "behind the scenes" spaces.

ADJACENT:

Circulation Desk
Circulation Workroom

PROXIMITY:

Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the circulation desk to expand into this space if required in the future.

Fenestration

Windows that will allow supervision of staff in workroom and at the circulation desk are highly desirable. Window treatment that will prevent staff and the public from looking into the office is also highly desirable. Exterior windows are highly desirable.

All areas should be brightly lit and windows should be provided wherever possible. However, the windows should be placed so that they do not provide glare onto the computer terminal screens.

Finishes

The circulation manager as well as the public will utilize this office daily. This position will supervise all of the library's employees who will also utilize this office frequently during staff performance appraisals. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal office use.

CEILING:

Acoustical

WALLS:

Painted, w/ 1/2 Glass

FLOOR:

Carpet or carpet tile

Acoustics

Should be above normal since patron's will occasionally become boisterous and even irate during discussions with circulation supervisor. The room should be sound proof to the extent possible.

HVAC

Individually-controlled thermostat. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles



preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

While this is primarily a staff area with access controlled by a lock, the office must be easily accessible by the public from the circulation desk for private conversations with patrons without them having to come behind the circulation desk or go through the workroom.

The supervisor needs a separate office with a door to allow for confidential conversation with employees.

Signage

A sign on the door that says: "Circulation Supervisor's Office".

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Art Print	1	0	0
Chair, Department Head's	1	0	0
Chair, Visitor's	2	15	30
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Credenza	1	25	25
Desk, Department Head's	1	60	60
File Cabinet (Vertical)	1	12	12
Paper Shredder	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Recycle Bin	1	0	0
Shelving, SF 90"H Steel W/ 7 Shelves	1	12	12
Telephone Handset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0



Functional Activity

The circulation workroom provides space for all kinds of behind-the-scenes activities that staff must engage in for the library to circulate its collections. Office space is needed for off desk clerical activity including a wide variety of document preparation, filing, telephone use and problem resolution. Provide storage for a variety of clerical supplies and forms. Include individual work area for all full time and part time clerical staff. The library staff will check-in library materials that have been deposited in the book return room and then sort them on sorting shelving before being returned to the library's collection shelving. Circulation overdues and reserve notices will also be processed here.

The library's Homebound Delivery Service activities will be organized in this area, with the volumes stored and prepared for later delivery by volunteers to homebound patrons, then re-sorted upon their return.

The clerical offices should provide a desk for each clerk with a computer and telephone assigned to each desk. During open hours, the phone should ring back in the circulation offices and routine questions would be answered behind the scenes rather than at the busy circulation desk. Each desk area should have a file cabinet as well as drawers and a bookcase for reference material and would be defined by a partial wall to provide privacy and also deter idle conversation. The clerical offices will be directly next to the circulation desk so that staff is readily available for additional help. A window between the circulation desk and the clerical offices would allow staff to visually register when additional help is needed without being called out. The supervisor would have a separate office adjacent between the clerical offices and the page work area. This office should have a door and enough room so that small conferences with one or two employees can be held.

Relationships

The book return/sorting room, circulation office, and circulation desk should all be immediately adjacent to the circulation workroom. Staff will move frequently between each space, but particularly between the desk and the workroom. For this reason, not only should there be quick and easy access between the spaces, but there should also be a clear view between the workroom and the circulation desk so that staff can "fill-in" when a line starts to form at the desk.

ADJACENT:

Book Return/Sorting Room
Circulation Desk
Circulation Supervisor's Office

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. While it is not anticipated that this will be necessary any time soon, sufficient flexibility should be provided to allow inexpensive remodeling if it becomes necessary. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Extra workspace should be allowed in the clerk area so that the addition of staff would not require doubling up on the same desk. Every clerk should have his/her own work station because each clerk has specific off desk assignments.

Fenestration

While it is important to have a view window between this area and the circulation desk, so that staff here can observe the desk, it is equally important that patrons standing at the circulation desk can not see into this space very well since it can be messy and somewhat disorganized looking. This usually can be accomplished with blinds, etched glass or some kind of lattice treatment on the window between the two spaces. It is advantageous to have



exterior windows with a view to the outside if possible.

All areas should be brightly lit and windows should be provided wherever possible. However, the windows should be placed so that they do not provide glare onto the computer terminal screens.

Finishes

The finishes in the workroom should be comfortable, but businesslike since this area will get constant use day-in and day-out. The public does occasionally come into this space, but not very frequently.

Work areas that allow ample desktop space and easily maintained surfaces should be provided in all areas. Comfortable vinyl or carpet that allows for long periods of standing should be provided in all areas.

CEILING:

Acoustical

WALLS:

Paint with corner guards

FLOOR:

Carpet or Carpet Tile

Acoustics

The sound generated in this space (primarily staff conversations) needs to be absorbed and kept from filtering out to the circulation desk or the rest of the library. Emphasis on quiet studios atmosphere. General computer and telephone use prevalent in this area. This area will also be used for group meetings and other office assignments. The public address sound system will be housed in this area.

Standard acoustical dampening in the clerical areas so that conversation does not float out into the public part of the library.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants of the workstations.

There will be a great number of people in the off desk clerical area and in the page work area and the level of physical activity is extremely high. Ample heating and air conditioning should be a priority for this entire section.

Illumination

Minimally 30 to 40 foot candles on the counter tops of work stations, but preferably up to 50 foot candles. The general room lighting may be supplemented with task lighting to increase the foot candles on the counter tops. It is critical that the lighting in this area does not create glare on VDT screens since staff will be working long hours on computers checking in library materials and eye fatigue can reduce productivity and cause errors. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

Staff in this area should be able to visually supervise the circulation desk so that staff can move to the circulation desk quickly and easily during peak periods. Further, it would be optimal if all workstations can be designed so that other public areas of the library can be supervised by staff from this workroom. Patrons should be prohibited from entering this space by the use of doors and/or signage.

The off desk area should be behind a locking security door.

Signage

"Circulation Workroom" and "Staff Only" on doors leading to this area.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Description of Shelving Units

36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	3	18	54
94 Back Issue Magazines			

Description of Furniture & Equipment Units

Book Truck	5	10	50
Bulletin Board	1	0	0
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0
Chair, Task	4	0	0
Clock	1	0	0
Computer, Staff Desktop	4	0	0
File Cabinet (Vertical)	1	12	12
First Aid Kit	1	0	0
In & Out Board	1	0	0
Key Cabinet	1	0	0
Mail Boxes, Staff	1	30	30
Safe, Floor	1	0	0
Shelving, DF 90"H Steel W/ 14 Shelves	6	18	108
Telephone Central Station	1	0	0
Telephone Handset	4	0	0
White Board	3	0	0
Workstation, Clerical Counter	1	40	40
Workstation, Clerical Office System	2	30	60
Workstation, Clerical Office System	2	50	100



Functional Activity

The primary function of this workroom includes the mending and processing and temporary storage of new books and materials. Staff will be working with both books and audio-visual materials. Also will be used for elementary labeling and jacketing of new materials. Allow for storage of repair supplies, damaged articles and completed work. Audio-visual tools help to accomplish the repair process.

Relationships

The mending and processing workroom should be adjacent to the circulation services workroom and the book return/sorting room.

ADJACENT:

Circulation Workroom

CLOSE:

Book Return Room

PROXIMITY:

Circulation Desk

Flexibility

Provide the equipment and storage flexibility necessary to expedite repair and discard which varies over time.

Fenestration

All areas should be brightly lit and windows should be provided wherever possible. However, the windows should be placed so that they do not provide glare onto the computer terminal screens.

Finishes

The walls and flooring will not see the heavy use of regular public areas. Finishes should be easily cleaned of glue and other materials.

CEILING:

Acoustical

WALLS:

Paint w/glass panels to allow natural light to enter the workspace.
Corner guards are required.

FLOOR:

Vinyl or Vinyl Tile

Acoustics

Normal office noise generated from conversations. Standard office acoustics.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants of the workstations.

Illumination

Minimally 30 to 40 foot candles on the counter tops of work stations, but preferably up to 50 foot candles. The general room lighting may be supplemented with task lighting to increase the foot candles on the counter tops. It is critical that the lighting in this area does not create glare on VDT screens since staff will be working long hours on computers checking in library materials and eye fatigue can reduce productivity and cause errors. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

This is a staff area and needs a coded lock.

Signage

"Circulation Workroom" and "Staff Only" on doors leading to this area.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck	6	10	60
Chair, Task	2	0	0
Clock	1	0	0
Shelving, SF 90"H Steel W/ 7 Shelves	6	12	72
Sink	1	18	18
Workstation, Mending Counter	1	40	40
Workstation, Processing Counter	1	40	40



FUNCTIONAL ACTIVITY

The primary function of this division is to provide general building services such as custodial services, storage and space for mechanical equipment. This division also provides for shipping and receiving as well as a loading dock for the library.

SPATIAL RELATIONSHIPS

Some of the custodial services will be spread throughout the building as non-assignable square footage in the form of custodial sink and supply closets. However, the majority of the space in this division will be best located in the "back of the house" areas of the library.

PROXIMITY:

Technical Services

AWAY:

Most All Public Services

DIVISION SPACE SUMMARY		Sq. Ft.
Custodial Workroom		47
Friends Book Storage & Workroom		318
General Library Storage Room		422
Loading Dock		N/A
Mail Room		132
Mechanical Equipment Room		N/A
TOTAL:		919



Functional Activity

This space will provide a shop for custodians to assist in their servicing of the building. In addition to this workroom, there will be other storage areas and sinks throughout the building to assist with cleaning and the storage of mops, vacuum cleaners, cleaning supplies etc. This space will provide a workbench with various tools necessary for simple maintenance and repair.

This area would provide a base of operation and storage for the custodian. Staff will need to have access to this room to obtain custodian supplies as needed.

Relationships

The workroom should be adjacent to the loading dock and in the proximity of the general library storage room.

ADJACENT:

Loading Dock

PROXIMITY:

General Library Storage Room

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

Windows are not required.

Finishes

This area will be spartan and industrial in nature.

Storage space for custodian supplies. Floor-type sink. Overhead shelving for easy access to supplies. Cabinets and shelving should be high grade for maximum wear.

CEILING:

Exposed structure

WALLS:

Painted Concrete or glazed and textured CMU w/ corner guards

FLOOR:

Sealed concrete

Easily maintained vinyl flooring should be used.

Acoustics

This will tend to be a very noisy environment. The sound generated in this area must be dampened and not permitted to disturb any nearby library spaces.

Illumination

Interior lighting will be industrial strength non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting to deliver up to 50 foot candles on the work surface.

Adequate lighting for safety.

Security

A staff controlled area by a lock on the door.

This workroom would be out of the public area where only staff would have access.

Supplies would be monitored by the circulation department.

Signage

A sign on the door which says "Custodial Workroom- Staff Only".



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Task	1	0	0
Cleaning Cart	1	15	15
Mop Bucket	1	4	4
Shelving, Industrial	1	15	15
Sink, Mop	1	6	6
Workbench, Custodial	1	7	7



Functional Activity

This area will store books and other donations received by the library Friends group. These materials will be sorted, stored and the information on donor, subject and title recorded until they can be placed in the library or in the Friends bookstore and offered for sale. There needs to be room to store books on shelving, but there also needs to be room to sort books on a counter top or work table as well as plenty of room for books in unpacked boxes to be stacked.

Relationships

The Friends book storage area needs to be as close as possible to the Friends Bookstore and in the proximity of the loading dock, since deliveries to this area will be quite frequent.

CLOSE:

Friends Bookstore
Mail Room

PROXIMITY:

Loading Dock

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

Windows are not required, but are desirable.

Finishes

This area will be spartan and industrial in nature.

CEILING:

Acoustical

WALLS:

Painted Sheet Rock

FLOOR:

Carpet or Carpet Tile

Access

Should meet ADA standards.

Acoustics

Normal conversations between volunteers with some noise generated from loading and unloading books.

HVAC

Individually controlled thermostat.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at counter and table top level.

Security

This area should be controlled by a lock on the door.

Signage

A sign on the door which says; "Friends Workroom & Storage."

Electrical

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck	2	10	20
Bulletin Board	1	0	0
Cabinets, Above Counter	5	0	0
Chair, Task	5	0	0
Coat & Hat Rack	1	20	20
Desk, Friend's	1	60	60
File Cabinet (Vertical)	1	12	12
Locker	3	5	15
Shelving, SF 90"H Steel W/ 7 Shelves	3	12	36
Table, Work	1	120	120
Workstation, Volunteer's Counter	1	35	35



Functional Activity

This area provides space for general library storage. It will store furniture and equipment which is waiting to be repaired or to be placed into service, bulk paper and supplies shipments, seasonal displays such as Christmas ornaments. There may also be storage cages with additional room available for stacking boxes, furniture and equipment in transition that will segment the storage by library department.

Relationships

This area should be close to the shipping and receiving area and the loading dock and in the proximity of the custodial workroom.

CLOSE:

Loading Dock
Mail Room

PROXIMITY:

Technical Services
Custodial Workroom
Friends Book Workroom & Storage

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

This room should have no windows.

Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Concrete or glazed and textured CMU, or unpainted sheet rock

FLOOR:

Sealed Concrete

Acoustics

This area will on occasion be a noisy area when equipment is being loaded and unloaded, but usually is very quiet. The sound generated in this area must be dampened and not permitted to disturb any nearby library public service spaces.

HVAC

This space will generally be a low temperature and humidity space. An individual thermostat may be desirable in order to maintain this setting.

Illumination

Interior lighting will be industrial strength fixtures that deliver a minimum of 30 foot candles at floor level.

Security

This area should have a set of double doors (or extra wide single door) for bringing bulky equipment in and out of the room and a lock on the doors will control access.

Signage

A sign on the door that says: "Storage - Staff Only".



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Shelving, Industrial	10	15	150
Storage Cabinet	2	18	36
Storage Cage	1	200	200
Supply Cabinet	2	18	36



Functional Activity

The loading dock is where the library will receive shipments of furniture and equipment, books and supplies, mail and other materials from commercial vehicles. This area will essentially be outside of the library, but it should have a roof "high enough" overhead so that loading and unloading can be done during inclement weather. Doors and corridors should be large enough to allow equipment to be moved from place to place throughout the entire library.

Relationships

The loading dock must be adjacent to shipping and receiving, the mail room as well as the custodial workroom. It should also be close to the General Library Storage and in the proximity of the Friends book storage & workroom.

ADJACENT:

Custodial Workroom
Mail Room

CLOSE:

Technical Services
General Library Storage Room

PROXIMITY:

Friends Book Storage & Workroom
Mechanical Equipment Room

AWAY:

Most All Public Service Areas

Flexibility

It is not anticipated that this area would change in the future.

Fenestration

No windows.

Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Painted Concrete or glazed and textured CMU w/ corner guards

FLOOR:

Sealed Concrete

Acoustics

This will tend to be a very noisy environment. The sound generated in this area must be dampened and not permitted to disturb any nearby library spaces.

HVAC

Since the loading dock doors will be opening frequently, the portion of this space which is inside (if any) will need a quick recover heating and/or cooling unit in order to keep the temperature at the desired level. Do NOT locate any air intake vents near this area because of exhaust fumes.

Illumination

The exterior will need to be well-lit to assist in theft/vandalism prevention. Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level.

Security

Doors and pull-down door will need to be alarmed. Both of these doors need to be as vandal-proof as possible.



Signage

An exterior sign that reads "Loading Dock"

Electrical

Standard outlets.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			



Functional Activity

After it has been delivered, mail will come here to be sorted before distribution to library staff. This space will be responsible for wrapping, posting and sending all mail out of the library as well.

Relationships

The mail room should be adjacent to both the loading dock and the shipping and receiving area for easy delivery and distribution of the mail.

ADJACENT:

Loading Dock
Staff Entrance

CLOSE:

Technical Services
Administrative Staff Office
Administration Copy Room

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

Windows are not required.

Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Painted Concrete or glazed and textured CMU w/ corner guards

FLOOR:

Sealed concrete

Acoustics

This will tend to be a very noisy environment. The sound generated in this area must be dampened and not permitted to disturb any nearby library spaces.

Illumination

Interior lighting will be industrial strength non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting to deliver up to 50 foot candles on the work surface.

Security

No security or supervision required in the immediate room.

Signage

A sign on the door that reads: "Mail/Delivery Room".

Electrical

Standard Electrical Outlets

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Clock, Wall	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Mail Bin	1	12	12
Mail Boxes, Staff	2	30	60
Mail Delivery Cart	1	20	20
Postage Meter/Scale	1	0	0
Workstation, Mail Check-In & Sorting Counter	1	40	40



Functional Activity

This room is for the placement of mechanical equipment to operate the library's HVAC system.

Relationships

This room needs to be in the proximity of the loading dock.

PROXIMITY:

Loading Dock

Flexibility

It is not anticipated that this area would change purpose or require expansion unless an expansion was built on to the building, and then additional mechanical rooms would be needed.

Fenestration

Windows are not desired.

Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Latex paint over sealed concrete or block.

FLOOR:

Concrete with drain

Acoustics

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb staff or public areas of the library.

HVAC

Ventilation of the mechanical equipment is crucial in the efforts to limit interior pollution.

Illumination

Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level.

Security

This room should have a set of double doors (or extra wide single door) for bringing bulky equipment in and out of the room and a lock on the doors will control access.

Signage

A sign on the door that says: "Mechanical Equipment Room - Staff Only".

Furniture & Equipment and Shelving Units

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Description of Furniture & Equipment Units

FUNCTIONAL ACTIVITY

This space will house a homework center which will make various staff, print and electronic resources available to students. The center will be open for use during all times the library is open, but there will be special emphasis placed on having library staff and adult and student volunteers available immediately after school and during the evenings to assist students with researching homework questions. A core collection will reflect the homework assignments being given in the public schools. Internet access will be provided as well with special assistance from library reference staff. Provide a separate room with OUSD textbook sets for children to use in the library only. Provide a pencil machine to sell pencils.

SPATIAL RELATIONSHIPS

The homework center needs to be relatively close to the children's desk so that staff at the desk can not only supervise the space, but also provide assistance to students. The space should also be relatively close to the children's reference collection so that resources there can be use effectively by students in the Homework Center. While there will be OPACs located in the Homework Center, it should be located in proximity of the Children's main OPAC cluster so that the units in the cluster can serve as overflow machines. Finally, students in the Homework Center will occasionally utilize the broader resources of the juvenile collection so the two spaces should be in proximity to one another as well.

ADJACENT:

Study / Tutoring Room A,B,F

CLOSE:

Children's Desk

Children's Reference Collection & Seating

PROXIMITY:

Children's On-Line Public Access Catalog (OPAC)

Juvenile Collection & Seating

DIVISION SPACE SUMMARY		Sq. Ft.
Homework Collection & Seating		460
TOTAL:		460



Functional Activity

This space will house a homework center which will make various staff, print and electronic resources available to students. The center will be open for use during all times the library is open, but there will be special emphasis placed on having library staff and adult and student volunteers available immediately after school and during the evenings to assist students with researching homework questions. A core collection will reflect the homework assignments being given in the public schools. Internet access will be provided as well with special assistance from library reference staff. Provide a separate room with OUSD textbook sets for children to use in the library only. Provide a pencil machine to sell pencils.

Relationships

The homework center needs to be relatively close to the children's desk so that staff at the desk can not only supervise the space, but also provide assistance to students. The space should also be relatively close to the children's reference collection so that resources there can be use effectively by students in the Homework Center. While there will be OPACs located in the Homework Center, it should be located in proximity of the Children's main OPAC cluster so that the units in the cluster can serve as overflow machines. Finally, students in the Homework Center will occasionally utilize the broader resources of the juvenile collection so the two spaces should be in proximity to one another as well.

ADJACENT:

Study/Tutoring Room A,B,F

CLOSE:

Children's Desk
Children's Reference Collection & Seating

PROXIMITY:

Children's On-Line Public Access Catalog (OPAC)
Older Children's Collection & Seating

Flexibility

This area may need to be expanded in the future as the center grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

Finishes

This space should be designed to appeal to children of all ages, but emphasis should be put on serving students in school. The floor finishes must be of high durability and as maintenance free as possible.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Acoustics

This will be a very noisy area because students will be talking with one another as well as library staff and volunteers trying to solve problems and research subjects. Standard acoustical dampening strategies must be utilized.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles



preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.).

Security

Children's Desk staff will supervise this area. To the extent possible, all areas of this space should be easily viewable from the desk.

Signage

A large area sign that says: "Homework Center."

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	5	12	60
309 Textbooks (Reserve)			
Description of Furniture & Equipment Units			
Chair, Reader's	12	0	0
Chair, Technology Workstation	6	0	0
Chair, Technology Workstation Task	1	0	0
Computer, OPAC (On-Line Public Access) Desktop	2	0	0
Computer, Public Desktop	2	0	0
Computer, Staff Desktop	1	0	0
Dictionary Table Top Stand	1	0	0
Globe, Desktop	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Table, Reader's	3	60	180
Waste Receptacles - Built-in	2	0	0
Workstation, Study Counter	6	30	180
Workstation, Technology Office System	1	40	40

